

## General Orders #3 (page 12)

### Administrative Assistant

The Administrative Assistant (AA) to the Secretary, the senior career official within the Army, is the principal civilian advisor to the Secretary with respect to administrative matters and has oversight of the administration function within the DA. Among the responsibilities of the AA are—

- a. Maintaining custody of all records, books, and papers of the DA, including responsibility for authenticating departmental publications and official papers.
- b. Developing policy for and managing the following DA programs: committee management, including membership appointments; fund-raising; contingency funds; publishing; SA travel policy and executive aircraft oversight; and passports/visas; and in coordination with the ASA(CW) and the Deputy Chief of Staff, G-1, the Regulatory Program and Unified Agenda of Federal Regulations.
- c. Serving as DoD Executive Agent in the National Capital Region (NCR) for the following support functions: network management and security, contracting, telecommunications, recreation, fitness (POAC), research services (library), mail and messaging, transportation, passports, logistics and administrative supplies, and Pentagon chaplain.
- d. Providing administrative and management services to the headquarters and its field operating and staff support agencies in the following areas: manpower and general management, mission and functions, information technology, internal review and audit compliance, financial management (programming, budgeting and accounting for overall execution of HQDA resources), personnel administration, equal employment opportunity, security administration (physical, personnel, communication, industrial, information), safety and occupational health, space management and renovation, Initial Denial Authority under the Freedom of Information Act, records management, civilian drug testing, organization matters and studies, official mail, visual information services, and other administrative support assigned by DoD.
- e. Serving as Army point of contact for transition activities and providing administrative continuity in the Army Secretariat during normal changes.